

SCHOOL OF APPLIED AND INTERDISCIPLINARY STUDIES

Department of Applied and Interdisciplinary Studies
Kansas State University – Olathe

Policy Statements Concerning*:

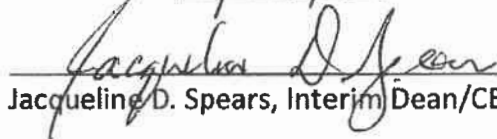
Annual Evaluations, Annual Merit Salary Adjustments, Promotion, and Tenure Decisions

Approved by faculty on September 15, 2021 (See Appendix A)



Rebekkah Stuteville, Interim Associate Dean

Date signed: 9/16/21



Jacqueline D. Spears, Interim Dean/CEO

Date signed: 9/16/2021



Charles S. Taber, Provost and Senior Vice President

Date signed: 9/22/21

*Each academic department is required by University Handbook policy to develop department documents containing criteria, standards, and guidelines for promotion, reappointment, annual evaluation and merit salary allocation. These documents must be approved by a majority vote of the faculty members in the department, by the department head/associate dean, by the dean, and by the provost. For the school at K-State Olathe, the campus dean will also serve as the dean. For the department at K-State Olathe, the associate dean will also serve as department head, pending future re-organizational decisions. References to colleges in this document will be interpreted as applicable to the School of Applied and Interdisciplinary Studies. In accordance with University Handbook policy, provision must be made to review these documents at least once every five years or more frequently, if it is determined to be necessary. Dates of revision (or the vote to continue without revision) must appear on the first page of the document.

Faculty Performance Evaluation

Introduction

The School of Applied and Interdisciplinary Studies advances Kansas State University Olathe's mission to be the model and leader of adaptable, interdisciplinary and innovative education, research and public/private engagement in the Kansas City area, bridging the University with global and local communities, government and industry partners. Kansas State University Olathe is committed to K-12 engagement and all faculty members at all ranks are expected to participate in K-12 outreach activities. Evaluation of faculty is designed to identify the optimal quality and quantity of faculty work, and the extent to which faculty contributions are aligned with the school's mission.

Components of this document have been adapted from documents provided by the Office of the Provost, including University Handbook (UH), relevant manuals and handbooks, and documentation on file for other K-State departments. The policies are expected to be reviewed and revised annually once every five years or more frequently if deemed appropriate by the majority of the faculty.

Positions and Ranks

The following ranks may be either regular, term, or adjunct appointments.

1. Professor, associate professor, assistant professor (probationary or tenured)
2. Senior instructor, advanced instructor, instructor (UH C12.0)
3. Research professor, research associate professor, research assistant professor (UH C12.1)
4. Clinical professor, clinical associate professor, clinical assistant professor (UH C12.2)
5. Senior professor of practice, professor of practice (UH C12.3)
6. Teaching professor, teaching associate professor, teaching assistant professor (UH C12.4)
7. Extension professor, extension associate professor, extension assistant professor (UH C12.5)
8. Adjunct (UH C25.1)

In matters affecting the graduate faculty, only those holding membership in that body may vote and the privilege of being elected to the Faculty Senate is reserved for those holding regular and term (0.9 FTE during academic year) appointments.

Non-tenure track faculty members may be recruited, hired, and appointed into regular or term positions, with the following primary responsibilities:

1. Teaching and advising students (for instructors, teaching professors, professors of practice);
2. Research (for research professors)
3. Extension service and research (for extension professors); and

4. Clinical service (for clinical professors)

All non-tenure track faculty members holding regular or term positions will be evaluated annually to assess performance and for merit raise decisions. Initial appointment rank and subsequent promotions in rank are based on advanced degree(s) held, experience, performance, and achievements over time within a given rank.

Qualifications and Expectations for Instructor, Teaching Professor, Research Professor, Clinical Professor, Extension Professor and Professor of Practice Ranks

As required under the non-tenure track faculty positions guidelines, following are the qualifications that differentiate instructor, teaching professor and professor of practice ranks:

Instructor: An instructor normally holds a minimum of a Master's degree or equivalent, may have completed most or all of the requirements for the doctorate or equivalent, and is expected to demonstrate effectiveness primarily as a teacher. All full-time instructors are to attend and participate in faculty meetings, and have the right to vote on departmental matters such as curricular issues and promotion of peers at the same rank or below.

Teaching Professor: Teaching professors must hold a terminal degree in the relevant discipline, and is expected to demonstrate effectiveness primarily as a teacher. They may perform administrative duties that include activities such as developing independent or team-taught courses, incorporating various teaching methodologies and materials into new or existing courses, and training other faculty in instructional methods and design. They are expected to participate in routine service to their departments, schools/colleges, and the university. All full-time teaching professors are to attend and participate in faculty meetings, and have the right to vote on departmental matters such as curricular issues and promotion of peers at the same rank or below.

Professor of Practice: The title of professor of practice is available only for non-tenure track faculty members who are accomplished and highly experienced in a relevant field of professional practice, and who can provide effective, practice-oriented instruction in areas that supplement the core pedagogical instruction provided by the other faculty. They are expected to participate in routine service to their departments, schools/colleges, and the university. All full-time professors of practice are to attend and participate in faculty meetings, and have the right to vote on departmental matters such as curricular issues and promotion of peers at the same rank or below.

Non-tenure Track Research, Clinical and Extension Faculty Categories: The qualifications for these positions are as described in the University Handbook (UH). All full-time faculty in these categories are to attend and participate in faculty meetings, and have the right to vote on departmental matters such as curricular issues and promotion of peers at the same rank or below.

Interdisciplinary and Ancillary Appointments

Interdisciplinary Appointments: Consistent with the interdisciplinary mission of the Olathe campus, faculty appointments may be interdisciplinary whereby a faculty member appointed to the school is also an official member of another department. The faculty member may have a 0% up to a 100% full time equivalent (FTE) assigned to the school. Interdisciplinary faculty members have voting rights relevant to the school, including those where the FTE percentage is

zero. Activities of interdisciplinary faculty may be considered service to the university when performed on behalf of the school by faculty with 0% FTE devoted to the school.

Ancillary Appointments: Procedures for ancillary appointments are outlined in University Handbook C27-C27.4 (FSM 2/13/07, additions and revisions.) Specific policies include:

C27 Ancillary appointments. Ancillary appointments are made for the benefit of a department to allow faculty from other university departments to contribute to its academic program. Members who are on regular faculty appointments in other departments or units on campus are eligible. The goal is to foster ties between departments with similar and/or complementary disciplinary interests.

C27.1 An eligible faculty member may be nominated for an ancillary appointment by a faculty member in the host department or by the host department head. The nomination should be discussed with other faculty in both of the departments affected by the appointment. The nomination should include a letter of nomination, curriculum vitae of the candidate, and a statement outlining the benefits both to the candidate and to the hosting department. Prior to appointment, a majority of the faculty members from the host department must find the individual acceptable as an ancillary faculty member. The appointment must be approved by the host department head, host dean, and the provost. The candidate must also have approval from his or her home department head and dean.

C27.2 An ancillary appointment is a five-year term and is contingent upon a continuing regular faculty appointment. To be reappointed, the candidate must be re-nominated and approved by the process outlined above.

C27.3 The activities of an ancillary appointment may include teaching, interaction in scholarly and creative endeavors, participation in graduate programs, and serving on graduate student committees. The regular procedures of the graduate faculty apply to any individual's participation in a graduate program. Departments may develop more specific guidelines and policies related to these appointments.

C27.4 Ancillary appointments are without compensation. Ancillary faculty members are subject to all rules and regulations that apply to members of the host department including but not limited to patents, conflict of interest, classified research, and use of human subjects. Ancillary faculty members are not granted tenure, nor are they eligible to vote or hold office in the host department. Ancillary appointments may be recognized in all appropriate departmental documents and literature pertaining to academic programs.

Annual Evaluation, Reappointment, Promotion and Merit Salary Adjustment Procedures for Non-Tenure-Track Faculty

All non-tenure track faculty members on regular or term appointments will be evaluated as part of the annual evaluation process, and will receive annual feedback on progress toward promotion. Faculty on regular appointments also will be evaluated for reappointment purposes. The procedures for reappointment review are outlined in University Handbook C50.1- 056.

Faculty assignments are to be set individually for each faculty member via an agreement between the evaluating administrator and the faculty member at the beginning of each evaluation year, and should reflect the faculty member's goals and objectives in relation to

departmental programs and missions. It is important for the assignment to be established as early in the evaluation period as practically possible. Faculty assignments are subject to re-negotiation in the event of changes in the faculty member's responsibilities or to meet unanticipated needs of the department.

The procedures for promotion in the non-tenure track ranks are similar to the processes for promotion of tenure-track/tenured faculty in the University Handbook (UH C110- C116.2 and C150-C156.2). The average time in rank interval prior to consideration for promotion is expected to be 5 years, although shorter and longer intervals are possible. The unit head will solicit from each candidate a portfolio documenting activities and achievements.

Annual merit evaluation, reappointment, and promotion of faculty will be conducted by the department head/associate dean. For faculty on interdisciplinary appointments (involving the Olathe school and another academic unit), the department head/associate dean will collaborate with the host department head, as appropriate. The input provided by each department head will reflect the distribution of effort and the nature of the appointment. During this review, the faculty member and department head/associate dean may agree to modify the distribution of effort to meet the individual's professional development goals and the programmatic needs of the department.

Annual evaluation materials are to be submitted no later than 15 February of each year. Faculty members will be notified in early January to provide ample opportunity to assemble and submit the required materials. If a faculty member, in spite of reasonable notice, fails to provide the necessary information, the dean and/or department head/associate dean will send a written reminder. If, after being informed of the possible consequences, the faculty member still does not make the materials available, the evaluating administrator may assign that faculty member a "fails to meet expectations" evaluation. Since annual evaluation provides the basis for salary adjustment recommendations, any faculty member who fails to submit materials in a timely fashion provides the evaluating administrator with justification to recommend no increase in salary.

Two major communication requirements associated with the evaluation process are: (1) to establish an understanding of the plans of work/goals (UH C45.1) in the coming year in terms of assignments and the relative importance of each assignment and (2) to communicate the results of the evaluation clearly and constructively.

The written evaluation of each faculty member will contain three parts: (1) a review of the individual's assignment and the weight attached to each responsibility during the preceding evaluation period; (2) succinct assessments of effectiveness in performing each responsibility and a statement of the overall evaluation, which must be consistent with the weights assigned to the individual ratings; and (3) where appropriate, suggestions for improvement.

For the purpose of annual salary adjustments, the overall performance of each faculty member will be rated using the following "Overall Performance Categories."

Exceeds Expectations (EE): Performance consistently exceeded expectations. An employee performing at this level should truly be performing above and beyond what was agreed to as his or her objectives and other performance criteria (i.e., employee took on additional duties beyond what was agreed upon or completed the duties significantly better than was expected).

Meets Expectations (M): Performance consistently meets expectations. An employee who completes all of the objectives and competencies identified at the beginning of the review period is performing at this level. The majority of employees will perform at this level.

Needs Improvement (NI): Performance did not meet expectations. An employee performing at this level is inconsistent in performance. Continual improvement is required to fully meet expectations.

Unsatisfactory (U): Performance consistently below expectations. Immediate improvement is required.

Areas of Evaluation

The department head/associate dean must prepare, by March 1, a written annual evaluation for each full or part-time faculty member on a regular or term appointment. (UH C46). Evaluations are to be based on performance during the 12-month evaluation period ending December 31st. Evaluation may occur across different areas of professional activity. These areas are:

Teaching: Classroom instruction, non-classroom instruction, clinical instruction, curriculum-related activity, instructional innovation, specific participation in graduate faculty activities, academic advising activities, and supervising graduate students

Research, Scholarship, and Other Creative Endeavors Publications or furlid competitions, research projects, grants, and contracts; research presentations and scholarly or creative contributions; recognition for research, scholarship, or other creative endeavors

Service: Directed and non-directed—clinical, professional, institutional, and public

Extension: Record of performance as judged by various audiences of agents and colleagues; synopsis of strategies, resources, programs, products, and endeavors; recognition; grants and contracts; publication of nationally refereed articles, chapters in books, reports, conference presentations/proceedings, and monographs

Academic Citizenship: Conduct that fosters goodwill, harmony, and collegiality, and that furthers the mission of the campus.

Administrative Duties: Faculty members also may have administrative duties, such as serving as department heads, assistant deans, and associate deans. Administrative officers may hold academic rank in a department.

Not all faculty members will necessarily carry responsibilities in each area each year. The faculty member's load, that is, the allocation of responsibilities and the associated evaluation weights, is determined jointly by the department head/associate dean in consultation with the dean. In each case, the weights must total 100%. In assigning faculty loads, the head of the school (dean) is expected to take into account issues related to equity, to appointment status, to the needs and opportunities of the school, and to the faculty member's preferences, where possible. Junior faculty should carry loads that permit them to accomplish the requirements for promotion.

Each faculty member will review and be given the opportunity to discuss his or her final written evaluation with the evaluating administrator. Before the evaluation is submitted to the next administrative level, each faculty member must sign a statement acknowledging the opportunity to review and react to the evaluation and overall performance category.

Reappointment of Non-Tenure Trach Faculty on regular appointment

The reappointment process will be conducted according to the same timeline for annual evaluation. As part of the process, the department head/associate dean and the eligible faculty will meet at least fourteen calendar days after the review documents are made available, to discuss the candidate's eligibility for reappointment. Any member of the eligible faculty may, prior to the submission of any recommendation to the department head/associate dean, request the candidate meet with the eligible faculty to discuss, for purposes of certification, the record of accomplishments submitted by the candidate.

The department head/associate dean will forward a written recommendation and accompanying explanations to the dean, along with the candidate's complete file. The department head/associate dean's written recommendation and accompanying explanations alone will be made available to the candidate and will become part of the candidate's reappointment file.

Merit Pay

The amount of funds available for merit salary increases is generally not known at the time of the evaluation; therefore, specific percent salary increases may not be discussed at that stage. When this information becomes available, the dean will inform each faculty member in writing of the recommended percent salary adjustment.

In years in which merit pay for performance is available, please note:

The unit head will recommend a salary adjustment for each person evaluated. The recommended percentage increases based on the annual evaluation for persons with higher levels of accomplishment shall exceed those for persons with lower levels of accomplishment. If merit salary categories are utilized, then the percentage recommended for persons in the first category will be higher than those for the second

category, which in turn shall exceed those for level of accomplishment in the third category, etc. As a rough guide, average percentage increases in the highest category are expected to be about twice those in the lowest category; this ratio is expected to fluctuate both with the degree to which members of the unit differ in effectiveness and with the degree to which funds are available. These recommendations are made before the legislature has appropriated funds to support salary increases. Therefore, percentage increases should be projected and identified for each individual or each merit salary category, if used, based upon the governor's budget recommendations. Recommendations of dollar and percentage increases should not be communicated to individuals until the appropriation for salary increases is known. (UH C46.2)

An evaluation option for first-year appointees, faculty in phased retirement, and faculty on leave are designated in the University Handbook, and allows the appropriate option to be selected by the department head/associate dean in negotiation with the appointee or faculty member on a case-by-case basis. These options (Kansas State University Handbook, C43) are: (1) an increase based on the individual's evaluation (adjusted proportionally to encompass the entire year); (2) an average increase, or; (3) the larger of the two, since the length of time for evaluating was limited. Such individuals are also eligible for salary adjustments on a basis outside the annual evaluation (e.g., market, equity.)

Promotion

The department head/associate dean will consider the responsibilities of the candidate during the evaluation period, the accomplishments of the candidate in fulfilling those responsibilities, the assessments provided independently by faculty eligible to review candidates for promotion and/or the non-tenure track faculty promotion committee (if applicable), and will use this information to provide the dean with a recommendation concerning the promotion decision.

Responsibilities of Candidate and Department Head/Associate Dean during Promotion Process

a) Responsibilities of candidate:

- I. Prepare a complete and detailed curriculum vitae.
- II. Provide a portfolio that documents activities and achievements in teaching; research, scholarship, and other creative endeavors; service; extension; and academic citizenship, as appropriate based on effort distribution. The portfolio must be in the common KSU format required (.pdf | .doc) by the provost for the promotion and tenure of tenure-track faculty.
- III. A listing of goals and objectives that will guide professional activities for the next five years.

b) Responsibilities of the department head/associate dean

- I. Identify and contact all applicable faculty members eligible for promotion.
- II. Visit with potential candidates to reach a conclusion concerning the desirability and feasibility of consideration for promotion. Describe the evaluation process to the candidates and request from them the documentation that will be required to ensure a meaningful evaluation.

- III. Compile general faculty recommendations, votes, and comments, and assess, if applicable, the report of the Non-Tenure Track Promotion Committee.
- IV. Develop recommendations for the dean.
- V. Provide the candidate with a copy. Of the department head/associate dean's letter of recommendation to the dean.
- VI. Forward the following to the dean: the department head/associate dean's recommendation, the vote of the faculty, a record of the unedited comments of faculty, and the candidate's credentials.

Length and Type of Appointment for Promotion of Non-Tenure Track Faculty

If a promotion is recommended, the department head/associate dean will need to decide with the candidate and the dean on the length of the new appointment. The options are:

1. Regular appointment, with Notice of Non-Reappointment,
2. Term appointment for a one, two or three year term, without Notice of Non-Reappointment.

Once the type and length of the appointment is decided, it will need to be communicated in the recommendation.

Annual Evaluation, Reappointment, Tenure, Promotion and Merit Salary Adjustment Procedures for Tenure Track/Tenured Faculty

Tenure-track and tenured faculty members who are assigned to K-State Olathe will have a tenure and academic home in a Manhattan-based or Salina-based unit and will have all of the same benefits and responsibilities as other faculty in their tenure home unit.

Annual Evaluations: Annual evaluations, as applicable, for K-State Olathe based faculty with a tenure home unit on the Manhattan or Polytechnic campus will be conducted by the tenure home unit according to the guidelines and criteria included in the tenure home unit's document, with input and participation from the K-State Olathe Associate Dean for Academic Affairs and Executive Education or designee. The input from the Associate Dean for Academic Affairs and Executive Education or designee is to be considered as advisory in nature.

Reappointment: Reappointment evaluations for K-State Olathe based faculty with a tenure home unit on the Manhattan or Polytechnic campus will be conducted by the tenure home unit according to the guidelines and criteria included in the tenure home unit's document, with input and participation from the K-State Olathe Associate Dean for Academic Affairs and Executive Education or designee. The input from the Associate Dean for Academic Affairs and Executive Education or designee is to be considered as advisory in nature.

Merit Pay: Merit pay increases, as applicable, for K-State Olathe based faculty with a tenure home unit on the Manhattan or Polytechnic campus will be determined according to the guidelines and criteria included in the tenure home unit's document, with input from the K-State Olathe Associate Dean for Academic Affairs and Executive Education or designee. For

faculty paid solely with K-State Olathe funds, merit pay increases will be jointly agreed to by K-State Olathe and the tenure home unit.

Tenure and Promotion Reviews: The annual progress toward tenure reviews will be conducted according to the criteria and procedures of the tenure home unit according to the guidelines and criteria included in the tenure home unit's document, with input and participation from the K-State Olathe Associate Dean for Academic Affairs and Executive Education or designee. The input from the Associate Dean for Academic Affairs and Executive Education or designee is to be considered as advisory in nature, and it is not to be construed as a formal vote for or against the tenure progress decision.

The K-State Olathe Associate Dean for Academic Affairs and Executive Education or designee will be present to provide input and answer questions during formal tenured faculty meetings in the tenure home unit, about the K-State Olathe based faculty member's progress toward tenure, including the mid-tenure review and the tenure evaluation. Similar input will be provided by the K-State Olathe Associate Dean for Academic Affairs and Executive Education or designee, when promotions in rank are being considered.

Other Evaluation Processes:

Chronic Low Achievement: Evaluation of Failure to meet minimally acceptable levels of performance by tenured faculty members will be made by the tenure home unit head according to the guidelines and criteria included in the tenure home unit's document, with input and participation from the K-State Olathe Associate Dean for Academic Affairs or designee considered as advisory in nature.

Professional Performance Awards: Evaluation of tenured full professors for the Professorial Performance Awards will be made by the tenure home unit head according to the guidelines and criteria included in the tenure home unit's document, with input and participation from the K-State Olathe Associate Dean of Academic Affairs or designee. The input from the Associate Dean for Academic Affairs is to be considered as advisory in nature.

Appendix A

Below are the faculty members for the School and Department of Applied and Interdisciplinary Studies on September 15, 2021. The vote was unanimous in support.

Core Faculty (100% FTE) (Voting)

Paige Adams, PhD, DVM, Teaching Assistant Professor, Veterinary Medicine, Non-Tenure Track
Haley Larson, PhD, Teaching Assistant Professor, Veterinary Medicine, Non-Tenure Track
Rebekkah Stuteville, PhD, Teaching Associate Professor, Professional Science Master's Program, Non-Tenure Track

Core Interdisciplinary Faculty (0% FTE) (Voting)

Manreet Singh Bhullar, PhD, Research Assistant Professor, Horticulture & Natural Resources, Non-Tenure Track
Royce Ann Collins, PhD, Associate Professor, Adult Education, Tenured
Judy Favor, PhD, Assistant Professor, Adult Education, Non-Tenure Track
Majid Jaber-Douraki, PhD, Associate Professor, Mathematics, Tenured
Eleni Pliakoni, PhD, Associate Professor, Urban Food Production & Post-Harvest Handling, Tenured
Mollie Rohrbaugh, Professor of Practice, Non-Tenure Track
Martin Talavera, Assistant Professor, Food, Nutrition, Dietetics, and Health, Tenure Track

Ancillary Faculty (Non-voting)

Londa Nwadike, PhD, Extension Associate Professor, Food Safety, K-State Research & Extension, Non-Tenure Track

Adjunct Faculty (Non-voting)

None